



**HALTON CATHOLIC DISTRICT SCHOOL BOARD**

**Authorization to Transport Students Participating in School Event(s)**

THE SCHOOL BOARD VALUES YOUR CONTRIBUTION AS A VOLUNTEER DRIVER AND WOULD LIKE TO THANK YOU.

PLEASE BE INFORMED AND REVIEW THE BOARD'S INSURANCE COVERAGE SUMMARY OUTLINED ON THE REVERSE

**PLEASE NOTE:**

**REGULATION 195/05 PROHIBITS THE TRANSPORTING OF STUDENTS UNDER EIGHT (8) YEARS OF AGE IN CARS, MINIVANS OR TAXIS UNLESS AN APPROVED BOOSTER SEAT IS USED.**

**\*\*STUDENTS ARE NOT TO BE TRANSPORTED IN 15 SEAT VANS.**

**VOLUNTEER DRIVERS**

**THIS WILL AUTHORIZE:**

\_\_\_\_\_

(NAME OF STAFF MEMBER OR OTHER VOLUNTEER DRIVER)

**1. TO TRANSPORT STUDENTS PARTICIPATING IN THE EVENTS LISTED ON THE ATTACHED SCHOOL SCHEDULE:**

OR

**2. TO TRANSPORT STUDENTS PARTICIPATING IN THE FOLLOWING SCHOOL ACTIVITY:**

\_\_\_\_\_  
\_\_\_\_\_

**3. VEHICLE INFORMATION:**

MAKE:	YEAR:	LICENCE #:
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ALL "TRIP DRIVERS"<sup>1</sup> INCLUDING VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT THE BOARD'S EXCESS LIABILITY INSURANCE, THEY SHOULD:

- a) Use a licensed automobile which carries valid third-party liability insurance as required under Legislation in the Province of Ontario
- b) Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.
- c) Be aware that the Board's Excess Liability Insurance comes into effect only after the "trip drivers" insurance has been exhausted
- d) Carry a minimum of \$1,000,000.00 of third party automobile liability insurance
- e) Be aware that any damage to the volunteer's vehicle, the cost of insurance deductible, or premium adjustment as the result of an accident while the vehicle is being used on Board-related business, is NOT covered by the Board's Excess Automobile Liability Insurance.

<sup>1</sup>N.B. A "TRIP DRIVER" IS DEFINED AS ANY PERSON AUTHORIZED BY THE BOARD WHO HAS AGREED TO BE A DRIVER FOR A CERTAIN TRIP WHILE THEY ARE DRIVING THEIR OWN OR ANOTHER LICENSED AUTHORIZED AUTOMOBILE; TO INCLUDE TRUSTEES, EMPLOYEES, TEACHERS, PARENTS, VOLUNTEERS AND OFFICIALS OF THE BOARD.

**1. DECLARATION TO BE SIGNED BY DRIVER:**

- I declare that I am licensed to drive in Ontario and my vehicle is insured by valid automobile liability insurance as required by Ontario law.
- That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

\_\_\_\_\_  
(NAME – PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**2. DECLARATION TO BE SIGNED BY THE OWNER OF THE VEHICLE, IF THE VOLUNTEER DRIVER DOES NOT OWN THE VEHICLE:**

- I declare that I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- He/she is licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance as required by Ontario Legislation.
- That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

\_\_\_\_\_  
(NAME – PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**3. PRINCIPAL/DESIGNATE AUTHORIZATION:**

This will authorize \_\_\_\_\_ to transport students participating in school  
(NAME – PLEASE PRINT)  
sponsored events to and from the activity site.

\_\_\_\_\_  
PRINCIPAL/DESIGNATE SIGNATURE

\_\_\_\_\_  
DATE